

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION**  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
(Establishment-IV Branch)

F.3(6)/2024/TTE/E-IV / 539-52

**CIRCULAR**

Dated: 21.02.25

The Directorate General of Health Service, Govt. of NCT of Delhi vide it's OM No. F. No. 1(12)/H&F/DGHS/4436-4686 has conveyed the approval of Hon'ble Lt. Governor, Delhi for mandatory "Annual Health Check-up Scheme for all serving Government employees of Government of NCT of Delhi aged 40 years and above" (Annexure-I). Further vide OM dated 27.11.2019 (Annexure-II), the modalities for carrying out Annual Medical Health Check up is enumerated by Services Department, GNCTD.

Accordingly, all the officers/officials/ex-cadre/teaching staff of DTTE including Universities which are funding by Govt. of NCT of Delhi i.e. DIPSRU, NSUT, AIACT&R, CBPGEC and DSEU on attaining the age of 40 years shall be required to get the prescribed Annual Medical Examination, in the month in which his/her birth date falls for subsequent years. The current year 2024-2025 is the year of introduction of the scheme.

The Government employee will seek 'permission letter' from "Head of Office" of the Department from where the employee is drawing salary for getting the mandatory Medical check-up from any of the empanelled Hospitals as prescribed by DGHS vide their OM dated 05.11.2019 @ Rs. 2000/- for Male and Rs. 2200/- for Female to be reimbursed to the employee concerned on production of original voucher.

The APAR, without the summary of health report shall be treated as incomplete and may be taken as "Adverse".

All the Annexures mentioned above are uploaded in the web-portal of the Departmental for reference and necessary action.

This issues with the approval of the Competent Authority.

Encl: As above

(SANJEEV KUMAR)  
DY. DIRECTOR (ADMN.)/H.O.O.

F.3(6)/2024/TTE/E-IV / 539-52

Dated: 21.02.2025

Copy forwarded for information and necessary action to:-

01. Vice Chancellor, Delhi Pharmaceutical Science & Research University (DPSRU), Sector-3, Pushp Vihar, New Delhi.
02. Vice Chancellor, Delhi Technological University (DTU), Bawana Road, Delhi.
03. Vice Chancellor, Netaji Subhas University of Technology (NSUT), Sector-3, Dwarka, Delhi.
04. Vice Chancellor, Delhi Skill & Entrepreneurship University (DSEU), Dwarka, Delhi.
05. PS to the Secretary (TTE), Pr. Branch of Secretary (TTE), DTTE (HQ), Pitampura, New Delhi.
06. PS to the Director (TTE), Pr. Branch of Director (TTE), DTTE (HQ), Pitampura, New Delhi.
07. Dy. Directors of DTTE (HQ), Pitampura, New Delhi.
08. Dy. Controller of Accounts, DTTE (HQ), Pitampura, New Delhi.
09. Controller, Board of Technical Education, Pitampura, New Delhi-110034.
10. Principal/HOO of all Industrial Training Institutes under DTTE.
11. Branch-in-charges of DTTE (HQ), Pitampura, New Delhi-110034.
12. DDO, DTTE (HQ), Pitampura New Delhi.
- ✓ 13. System Analyst, DTTE (HQ) with the request to upload the Circular on the Departmental website.
14. Guard file

(SANJEEV KUMAR)  
DY. DIRECTOR (ADMN.)/H.O.O.





GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE GENERAL OF HEALTH SERVICES  
E-17, KARKARDOOMA, DELHI-110032  
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)

File.No.1(12)/H&FW/DGHS/ 4436-4686

Date: 5/11/19

OFFICE MEMORANDUM

The Hon'ble Lieutenant Governor, Delhi has approved mandatory "Annual Health Check-up Scheme" in respect to all serving employees of GNCT of Delhi aged forty years and above; and summary of Health Report shall be a part of the Annual Performance Appraisal Report (APAR).

Directorate General of Health Services has empanelled private/govt hospitals, as listed in Annexure-I, to provide Annual Health Check-up facilities, as per following package rates :-

1. Annual Health Check-up of male employees	:	Rs.2000/-.
2. Annual Health Check-up of female employees	:	Rs.2200/-.

The regime of examination and investigations included in Annual Health Check-up are enumerated in Annexure-II.

The hospital will prepare the Health Report as per enclosed proforma (Annexure-II) and hand over complete Health Report along with Summary, in-original, to the employee concerned. The employee will attach the summary of the Health Report with his Annual Performance Appraisal Report (APAR).

All departments under Govt. of NCT of Delhi are required to make necessary provisions in their budget under relevant Head "Medical Treatment" to meet the expenses with immediate effect.

This is issued with prior approval of Competent Authority.

(Dr. Ashok Kumar)  
Director General Health Services

File.No.1(12)/H&FW/DGHS/

Date:

Copy for information and necessary action to:

1. Chief Secretary, Govt. of NCT of Delhi.
2. Pr. Secy. to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
3. Pr. Secy. (Finance), Govt. of NCT of Delhi.
4. Pr. Secy. (GAD), Govt. of NCT of Delhi.
5. Pr. Secy. (Services), Govt. of NCT of Delhi.
6. Pr. Secy. (Law), Govt. of NCT of Delhi.
7. Pr. Secy. (Planning), Govt. of NCT of Delhi.
8. Pr. Secy. (AR), Govt. of NCT of Delhi.
9. Secretary (I.T.), Govt. of NCT of Delhi.
10. Pr. Secretary (Health), Govt. of NCT of Delhi.
11. Principal Accounts Officer, Govt. of NCT of Delhi, "A", Vikas Bhawan, New Delhi.
12. All MODs, Govt. of NCT of Delhi.
13. Registrar, Delhi High Court.
14. Controller of Accounts, GNCT of Delhi.
15. Guard File.

(Dr. Ashok Kumar)



List of hospitals who have given their consent for conducting annual health check-up for all Delhi Govt. employees age 40 years and above.

**Private Hospitals in Delhi**

S.No.	Name of hospitals
1.	Moolchand hospital, Lajpat Nagar, III, New Delhi.
2.	Tirath Ram Shah Charitable Hospital, Rajpur Road, Delhi-54.
3.	Nazar Kanwar Surana Hospital, 2019-20, Gulabi Bagh, Delhi.
4.	R.L.K. Hospital Metro Heart Institute, Naraina Road Opposite Shadipur Depot, New Delhi
5.	Sanjeevan Medical Centre (P) Ltd, 24, Ansari Road, Daryaganj, New Delhi-110002.
6.	Park Hospital, 12, Chow Khandi, New Delhi-08.
7.	Dr. B.L. Kapoor Memorial Hospital, Pusa Road, New Delhi.
8.	Primus Super Speciality Hospital, Chankya Puri, New Delhi.
9.	Indraprastha Apollo Hospital, Mathura Road, Sarita Vihar, Delhi-44.
10.	Maharaja Agrasen Hospital, Rohtak Road, Punjabi Bagh, New Delhi-26.
11.	Maharaja Agrasen Hospital, Sec-1, Dwarka, New Delhi-75.
12.	Sri Balaji Action Medical Institute, FC-34, A-4, Paschim Vihar, Delhi-63.
13.	Metro Group of Hospital, X-1, Sector-12, Noida- 201301, UP.
14.	Gandhi Hospital, C-50 & 51, Om Vihar, Uttam Nagar, New Delhi-110059.
15.	RJ Super Specialty Hospital, Delhi Rohtak Road, Metro Pillar No.808, Bahadurgarh, Delhi NCR, Haryana-124507.
16.	Kalra Hospital SRCNC Pvt. Ltd., Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-15.

**Delhi Govt. Hospitals**

S.No.	Name of hospitals
1.	Baba Sahab Ambedkar Hospital, Sector-6, Rohini, Delhi.
2.	Jag Pravesh Chandra Hospital, Near Northern Engineering College, Panduk Shila Marg, Shastri Park, Shahdara, New Delhi, Delhi 110053.

**Private Hospitals in NCR**

S.No.	Name of hospitals
1.	Kailash Hospital & Heart Institute, H-33, Sect.-27, Noida-201301.
2.	Jaypee Hospital, Jaypee Healthcare Pvt. Ltd. Wish Town, Sector-128, Noida.
3.	Max Super Speciality Hospital (A unit of Crosslay Remedies Ltd.) W-3, Sect-1, Vaishali, Gzb.
4.	Metro Heart Institute, Sect. 16-A, Faridabad.
5.	Felix Hospital (Felix Healthcare Pvt. Ltd.) NH-1, Sector-137, Expressway, Noida-201305.
6.	Artemis Hospital, Sector-51, Gurgaon, Haryana-122001.
7.	Yashoda Super Speciality Hospital, H-1, Koushambi, Gzb.
8.	Yashoda Hospital & Research Centre Ltd. III-M, Nehru Nagar, Gzb.



ANNEXURE-II

ANNUAL HEALTH CHECK-UP FOR DELHI GOVT. EMPLOYEES AGED 40 YEARS  
AND ABOVE

Name : Mr./Mrs./Miss

Sex : M ☐ F ☐

Age:

Marital status : Married ☐ Unmarried ☐ Widow/Widower ☐ Divorcee ☐

Residential address :

Contact No. (R) (O) (M)

E-mail ID

Office address :

Medical Card No.

Blood group

History of known conditions (Tick appropriate box)

Raised BP Yes ☐ No ☐ If yes, on Regular treatment Yes ☐ No ☐

DM Yes ☐ No ☐ If yes, on Regular treatment Yes ☐ No ☐

IHD Yes ☐ No ☐ If yes, on Regular treatment Yes ☐ No ☐

Stroke Yes ☐ No ☐ If yes, on Regular treatment Yes ☐ No ☐

CRF Yes ☐ No ☐ If yes, on Regular Dialysis Yes ☐ No ☐

Family history of DM ☐ HT ☐ Obesity ☐

Life-style:

Smoker Yes ☐ No ☐ If yes, No. per day

Ex-smoker ☐ Years of smoking

Alcohol Yes ☐ No ☐

If yes, how many pegs per day

Any alcoholic hepatitis in past Yes ☐ No ☐

Regular exercise Yes ☐ No ☐

For more than 20 mts., at least 03 times a week

General physical examination:

Weight  Kg. Height  mtrs. BMI

Pulse  /mt BP  /  mmHg Temp.  °F

Systemic examination finding :

RESP. SYSTEM

CVS

ABDOMEN

CNS

LOCOMOTOR SYSTEM



DENTAL EXAMINATION

EYE EXAMINATION

Distant vision      R       L

Near vision      R       L

Color vision

Tonometry

Fundus examination

Local finding

Diagnosis & advice

ENT EXAMINATION

Oral cavity

Nose

Throat

Larynx

Diagnosis & advice

## GYNECOLOGICAL EXAMINATION

### HISTORY

Periods

Regular ☐

Irregular ☐

since  days

Delayed ☐

Polymenorrhea ☐

L.M.P.  days ago

Menstrual flow Normal ☐

Scanty ☐

Excessive ☐

Discharge P/V

None ☐

Mucoid ☐

Purulent ☐

Haemorrhagic ☐

Mass protruding P/V

None ☐

Present ☐

Urinary complaints

None ☐

Present ☐

No. of pregnancies

No. of deliveries

No. of abortions

No. of LSCS

### PELVIC EXAMINATION (if indicated)

Local examination

Per vaginum P/V

Per speculum P/S

### SURGICAL EXAMINATION

BREAST EXAMINATION

Right

Left

Presence of any lump

### UROLOGICAL EXAMINATION (for men only)

RECTAL EXAMINATION (for men only)



INVESTIGATION REPORTS  
REPORT

INVESTIGATION

HAEMOGRAM

Haemoglobin

T.L.C.

D.L.C.

Polymorphs

Lymphocytes

Eosinophils

Basophils

Monocytes

Peripheral smear

URINE EXAMINATION

Colour

Albumin Absent ☐ Traces ☐ + ++ +++

Sugar Absent ☐ Traces ☐ + ++ +++

Microscopic examination

BLOOD SUGAR Fasting  mg%

Post-prandial  mg%

LIPID PROFILE

Total cholesterol

HDL cholesterol

LDL cholesterol

VLDL cholesterol

Triglycerides



## LIVER FUNCTION TEST

S. Bilirubin (Total)

S. Bilirubin (Direct)

S.G.O.T.

S.G.P.T.

## KIDNEY FUNCTION TEST

Blood Urea

S. Creatinine

S. Uric Acid

For men

PSA

For women

PAP smear

X-RAY CHEST PA view Report

ECG Report

TMT Report

USG Abdomen Report

Mammoraphy Report (women only)

### SUMMARY OF HEALTH REPORT

1	Overall health of the employee	
2	Any other remarks based on the Health Check-up	
3	Health profile grading	

Date

Place

Signature of Physician with seal



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 SERVICES DEPARTMENT (COORDINATION BRANCH)  
 B-WING, 5<sup>TH</sup> LEVEL, DELHI SECRETARIAT  
 I.P. ESTATE, NEW DELHI - 110002  
 (<http://services.delhigovt.nic.in>)

F.No4(1)/2017/Misc./S-IV/081452118/Subt Coord/6087-6093

Dated 27/11/2019

OFFICE MEMORANDUM

Subject – Introduction of "Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above".

The undersigned is directed to say that a scheme of Annual Medical Health Check-Up is already operating in respect of All India Service Officers. The Hon'ble LG has accorded approval for "Annual Medical Health Check-up for all serving employees of Government of National Capital Territory of Delhi aged 40 years and above as per the following modalities:-

1. The Officer/Official concerned on attaining the age of 40 years shall be required to get the prescribed Annual Medical examination, in the month in which his/her birth date falls.
2. The Government employee will seek 'permission letter' from "Head of Office" of the Department from where the employee is drawing salary for getting the mandatory Medical check-up from any of the empanelled Hospitals, @ Rs. 2000/- for Male and Rs. 2200/- for Female to be reimbursed to the employee concerned.
3. The regime of examination/investigation, empanelment of Private/Government Hospitals, finalisation of packaged rates and preparation of Health Report by the respective empanelled Hospital, for the above purpose has been finalised and circulated by Directorate General of Health Services, vide OM no. File.No.1(12)/H&FW/DGHS/4436-4686, dated 5.11.2019 (Annexed).
4. Further, in terms of above said OM dated 5.11.2019, all departments under Govt. of NCT of Delhi are required to make





necessary provisions in their budget under relevant Head "Medical Treatment" to meet the expenses with immediate effect.


5. "State of Health" i.e. summary of Health Report, prepared by the Hospitals concerned shall be annexed to the respective APAR of the Officer/Official concerned. The amendment in Part 4 (3) of APAR in respect of DASS/Steno Cadre employees has already been amended vide circular dated 5.8.2019. The other departments shall also accordingly incorporate summary of Health Reports in the APAR of Ex-Cadre officers/officials in terms of advice of Services Department circulated vide F.No.4(1)/2017/Misc/S-IV/Suptcodd/3910 dated 5.8.2019.
6. The APAR, without the summary of health report shall be treated as incomplete and may be taken as "**Adverse**".

**The above scheme comes into force with immediate effect.**

*In the current year (2019-20) of the introduction of the Scheme, the Administrative Department concerned shall ensure that the requisite Annual Health Check-up in respect of all govt. employee aged 40 years and above in their respective Department is completed by 31.03.2020.*

*For subsequent years, mandatory Annual Health Check-up of eligible employees shall invariably be done in the months where the birth date of the Officer/Official falls.*

This issues with the approval of the Competent Authority.

  
27-11-19  
(Ajay Kumar Chawla)  
Deputy Secretary-II

Copy for information and necessary action:-

1. Principal Secretary/Secretary/ All HODs, Govt. of NCT of Delhi.
2. All PSU/Corporation/Council/Board/Autonomous Bodies/Govt. of NCT of Delhi, in continuation of Services Department's letter of even no. dated 24.9.2019 with the request to process for introduction of "Annual Health check up scheme in respect of employee aged 40



years and above in the respective organisation, with the approval of Competent Authority and appropriate amendment in the APAR performa in the inclusion of Summary of Health Report .

Copy for kind information to the:

1. Pr. Secy to Hon'ble Lt. Governor, Delhi.
2. Additional Secretary to Hon'ble Chief Minister, Delhi.
3. Secretary to Hon'ble Deputy Chief Minister, Delhi.
4. Secretary to Hon'ble Council of Ministers, Delhi.
5. Staff Officer to Chief Secretary, Delhi.

AUTHORIZATION LETTER FOR MANDATORY "ANNUAL HEALTH CHECK-UP"

Mr./Mrs./Ms.....D.O.B.....Designation..... drawing salary from department.....who has attained the age of 40 years on .....and duly covered under the "Annual Health Check-up Scheme" of Govt. of NCT of Delhi, is authorized to undergo "Annual Medical Examination" from any of the empanelled Government/Private hospital, in the month of .....for the year.....

The prescribed test will be conducted by the empanelled Government/Private Hospital @ Rs.2000/- for male and Rs.2200/- for Female in accordance with DGHS O.M. dated 05/11/2019. "The employee concerned may apply for reimbursement alongwith copy of complete health report alongwith summary in original.

Name of HOO.....

Designation with seal.....

Deptt.....

Date.....

Cont...2



-2-

**Undertaking by the Beneficiary for Mandatory Annual Health Check-up Scheme**

I may be allowed to undertake the pathological/diagnostic tests from the empanelled Government/private hospitals in accordance WITH Services Department O.M. No.4(1)(2017)/Misc./S-IV/081452118/Suptcod/6087-6093 dated 27/11/2019.

I hereby, certify that I have not undertaken any of the above tests under the Scheme during the year\_\_\_\_\_.

Signature\_\_\_\_\_

NAME\_\_\_\_\_

DESIGNATION\_\_\_\_\_

IDENTITY CARD NO.\_\_\_\_\_

BRANCH AND CONTACT NO.\_\_\_\_\_